

## Director's Roles and Responsibilities

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*The primary responsibility of the Board is to develop policies to guide the Society's programs and services. The Board also approves and monitors the Society's budget; hires, guides and evaluates the Executive Director; guides or assists in securing funding; and sets short and long-term goals for the Organization. The Board also ensures the Society meets the requirements of our mandate and funders, and evaluates the success of our programs.*

### **The Board**

- represents the Society to the community
- is responsible for the policies of the Society
- provides leadership by setting goals, objectives, and priorities for the Society
- establishes and oversees the policies of the Society
- follows the Constitution and By-laws which govern the Society's organization and activities
- ensures the Society operates within its funds and facilities
- ensures the Society is operating according to the legal and financial requirements for Not For Profit Societies
- informs the community about the Society and our work
- advocates for the needs of our constituents
- works with other not for profit organizations, societies, agencies, services, and government bodies
- hires, guides, and evaluates the Executive Director
- provides coherent communication and organization across legal regional committees

### **Commitment/ Responsibilities of Individual Board Members**

Each Board Director term is two years; many Directors choose to stand for re-election at the end of their term. Much of your first year will be spent getting acquainted with the structure and workings of the society. It takes time to become familiar with BCCC's programs, our advocacy initiatives, and the cycling community in general.

To maintain a level of continuity, roughly half of the Directors are elected in each alternating year. Directors may continue in their positions indefinitely, provided they fulfill their duties and are duly re-elected at the end of each term at the AGM.

It is important that you attend every Board meeting. If you are unable to attend, please inform the Secretary and the Chair in advance. Update yourself before the next meeting by reading the agenda and associated reports, and the previous meeting's minutes.

Expected time commitments include about 3 hours per month for Board meetings; about 1-2 hours per month for Committee meetings; and 1-3 hours per week on committee work or email responses to current issues. There are often additional events that Directors are encouraged to participate in when they can. Total time commitment per month is approximately 10-15 hours.

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As a Board Director, you are expected to:

- attend all Board meetings
- phone or email if you must be late or absent
- take an active part in Board and Society activities
- join or chair at least one Board Committee, and participate in committee work
- respect the confidentiality of sensitive information and sign a nondisclosure agreement
- review reports and minutes and be prepared to discuss them
- share responsibility for all projects undertaken by the Board on behalf of the Society (fundraising, special events, etc.)
- recruit Board and Committee members
- learn as much as possible about
  - BCCC
  - cycling issues in BC
  - other related agencies and organizations in the community
- represent BCCC in the community through general behaviour and values
- advise and support the Executive Director
- attend local/ regional chapter meetings at least once a year
- join BCCC email listserves and social media for communication purposes

Directors may speak publicly on behalf of BCCC only after they have regularly attended Board meetings for a period of at least 8 months or have been authorized by the Board.